

SCHOOL NUTRITION PROGRAM DIRECTOR

St. Thomas More School

Can you lead and direct others? Can you multi-task with a smile? Do you thrive in a fast-paced environment? Do you like working with children and adults? We have a cafeteria that needs you.

Essential Duties and Primary Responsibilities:

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

- Supervises Kitchen and Café Team Members working in the Kitchen and Cafeteria seating area.
- Recruits, interviews, hires, and trains new staff.
- Oversees the daily workflow of the Kitchen Team and the daily tasks of the Café Team.
- Provides constructive and timely performance evaluations.
- Handles discipline and termination of employees in accordance with company policy.
- Supervises and maintains the kitchen and cafeteria in a neat and sanitary condition.
- Plan menu for all school lunches while in session, ensuring all National School Lunch Program (NSLP) guidelines and rules are followed.
- Order food and other items from vendors accordingly to purchasing guidelines, inventory and deadlines.
- Work alongside Kitchen Team members as needed to prepare food.
- Prepare work schedules and daily production records utilizing the internal ordering platforms and communicate needs to Kitchen Team.
- Maintains food production standards that ensures the safety and quality of food procedures and department requirements. Monitors employees' production techniques.
- Ensures that food items are stored in a safe and hazard-free environment.
- Reporting to the Indiana Department of Education (IDOE) for statistical and reimbursement needs
- Review historical sales data and forecast future sales
- Collaborate with Kitchen Team for continuous refinement and refreshing of entrée items based on sales data.
- Responsible for the financial health of the department
- Performs other related duties as assigned.

Demonstrated Competencies Required

- Committed to the mission and values of St. Thomas More School
- Proficient with Microsoft Office Suite, specifically Excel and Outlook, or related software.
- Ability to quickly learn online programs and tools.
- Excellent verbal and written communication skills.
- Excellent interpersonal and customer service skills, with a professional temperament and appearance.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Strong supervisory and leadership skills.
- Ability to prioritize tasks and to delegate them when appropriate.
- Ability to function well in a high-paced and at times stressful environment.
- Ability to work and relate to a variety of personalities and cultures with diplomacy, friendliness and poise.

Minimum Qualifications

- Prior supervisory experience in a school food service environment.
- Knowledge and experience with USDA School Nutrition Program.
- Must have High School Diploma or GED and 3 years of relevant food service experience.
- ServSafe, Certified Food Protection Manager license, or equivalent as outlined by the Indiana State Department of Health.
- Prior experience with IDOE online systems such as CNPWeb or FACTS (Student Information System) a plus.

Physical Requirements

- Prolonged periods of standing, walking, sitting, pushing, and pulling; moderate lifting and carrying up to 50lbs; some stooping, bending, and kneeling; limited exposure to extreme hot and cold temperatures and exposure to humidity; occasional travel in personal vehicle as assigned

Terms of Employment:

8 hour days, Follows the school calendar – Approximately 200 Days

Application Procedure:

Please submit a cover letter and resume to: jobopenings@stm-school.com.

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Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotope, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.

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